

National Brewery Heritage Trust – Office Administrator

Role Description

Position: Office Administrator (& Volunteer Co-ordinator)

Organisation: The National Brewery Heritage Trust (NBHT)

Location: Office based* (Burton upon Trent), with limited travelling. Remote working on occasions.

Job Type: Fixed Term Contract of 21 hours a week for an initial 12 months. Usual working days Tuesdays, Wednesdays and Thursdays, starting at 9.00am (with some flexibility)

Rate: £15 to £18 per hour, dependant on experience, plus expenses, to be invoiced monthly in arrears. Estimated monthly contract value £1,400.

About Us

The National Brewery Heritage Trust (NBHT) is a **registered charity** that preserves, promotes and supports the **National Brewery Collection**. The Collection itself is a treasure trove of around half a million items covering 300 years of brewing in Britain.

These include **artefacts** such as vehicles, brewing equipment, models, beer and pub memorabilia, signage, artworks, packaging, advertising and point of sale materials as well as a vast collection of **archive materials** - including thousands of pub and brewery photographs, films, books, records, ledgers, journals and plans.

The NBHT is run by a board of trustees, supported by a small number of volunteers and fixed term contractors. www.breweryheritage.com.

About the role

Following a period of significant change, we have recently moved into new office premises in the town centre of Burton upon Trent. To coordinate the day-to-day administration of this new office facility we are seeking an Office Administrator who can work with us to ensure that the office operates efficiently for the Management Team, staff, and volunteers.

The Office Administrator will work directly with the Management Team, to manage the office facility, handle office and finance administration, and coordinate the Trust's volunteer requirements, and occasionally assist with projects.

This role will help the NBHT meet its current strategic goals of developing a resilient operational capability.

The Office Administrator will seek to bring new ideas and constructive change to the team to help us make the most of what we do and will take the initiative to make our office facility as efficient as possible.

*Note: the office is situated on the first floor and currently only accessible by climbing a flight of stairs.

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Main duties and responsibilities:

To ensure the office environment is suitable for the Trust's various activities, that office systems and processes are managed effectively, and they remain future proof as the Trust continues to evolve, maintaining a capacity to be responsive and flexible.

This would typically but not exclusively include:

- Administering various office and finance processes and recommending changes to the Management team and Executive Committee. This may include handling petty cash and being a keyholder (but not on call out of hours).
- Managing the logistics and requirements for Trust volunteers in support of the Trust's various projects and other activities, including managing work rotas and site access.
- Liaising with suppliers on office supplies & services.
- Liaising with the Trust's Management Team & Treasurer and acting as the point of contact for office and finance queries and requests.
- Liaising with the Management Team and Executive Committee to maintain a record of all policies and procedures ensuring they are in line with office best practice, and that the NBHT complies with appropriate regulations e.g. health and safety, data protection etc.
- Providing secretariat support to the Management Team, and as required the Trust Board and its various committees, by organising meetings, preparing papers, and minute-taking.
- Any other operational areas that ensure the smooth running of the Trust office.

About you

Hard Skills

- Good IT skills including Microsoft 365 as well as a working knowledge of Eventbrite, SurveyMonkey or similar.
- The ability to multi-task and work independently and with changing priorities.
- Excellent written and verbal communications skills. Ability to proof-read with attention to detail.
- Strong organisational skills.
- Experience managing social media accounts desirable.

Soft Skills

- Strong interpersonal skills with the ability to contribute to teamwork and the initiative to work independently.
- An ability to build strong relationships and work with many different stakeholders.
- A tenacious and driven approach to see projects through to completion.
- Being a proven 'self-starter' and have an adaptable approach to meet changing work priorities.
- A creative and analytical mind, with a willingness to think of new ways of doing things.
- A high level of professionalism, reliability, and dependability.